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OCT 23 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)
THRU : Chief of Administration, ID/P
SUBJECT : Survey Report of the Personnel Section/SR/Admin.

1. **PROBLEM.** To re-evaluate Personnel type T/O positions within SR Division with a view toward determining:

- a. The appropriate location, organizationally, for the most economic and efficient performance of essential Personnel functions, and
- b. The minimum number of personnel estimated to be required for the performance of such functions.

2. **FACTS BEARING ON THE PROBLEM.**

- a. The time allotted for this survey was five days, which limited the scope to a brief study of the functions, records and procedures of the Personnel Section, SR, together with such workload data as was readily available. [REDACTED] Plans Research and Development Staff, Personnel Office, DD/A, provided technical advice and assistance in the conduct of this study and analysis.
- b. The Personnel Section, SR, has a T/O of 8 slots, however, two slots are being shifted to the Logistics Section and the new proposed T/O provides for a Personnel T/O of 6 slots. The Secretary-Steno to the Chief, Admin/SR performs personnel functions in connection with integration matters in addition to the six individuals occupying Personnel Section T/O slots. Functions of the Personnel Section/Admin/SR, with T/O Slots, Staffing and Duties performed, are indicated in Tab A.

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3. **DISCUSSION.**

- a. The functions of the Personnel Section, SR were determined to be substantially those which were given in previous reports as properly planned. These functions are reiterated in Tab B hereto.
- b. Workloads for the months of June, July and August, 1953 shown in detail in Tabs C and D indicate a total of 167 personnel actions for the period or an average of 55 per month. An analysis of correspondence for the same period shows a total

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of 63 cables, 27 dispatches and 113 memorandums or a monthly average of 21 cables, 9 dispatches and 37 memorandums.

- c. Of the total correspondence actions for the three month period analyzed (203), 45 or 22% pertaining to routine non-technical personnel information and 16 or 7.8% pertaining to military personnel.
- d. Of the total personnel actions for the period (167), 94 or 56% were reassignment actions, 30 or 17% were resignations and 27 or 16% were promotion actions.
- e. There are 17 types of records maintained in the Personnel Section/SR as described in Tab E. It is indicated that the records have been developed in an orderly fashion and are keyed together to form a fairly efficient system for ease of maintenance and reference. Further study would, no doubt, result in a reduction in the number of separate files maintained, but conversely, might not necessarily reduce the amount of time and effort required to maintain them. As presently established, these records adequately support the functions outlined in Tab E. The necessity for continuation of the maintenance of individual personnel file folders is still questionable. Continued analysis and study is being made of all personnel data collected thus far, with the ultimate view of recommending at the conclusion of the overall survey, the minimum and most efficient records and files required and standardized procedures for accomplishing officially recognized personnel functions.

4. CONCLUSIONS.

- a. In the absence of clear cut delegations of authority and formally prescribed functions of decentralized personnel offices in the DD/P area divisions, the activities outlined in Tab E appear to be properly placed organizationally. More firm conclusions as to the appropriate placement of these functions can be reached only after the completion of the DD/P Survey.
- b. Considering the workload, number of personnel serviced and present functions and activities for which responsibility rests with the Personnel Section, a T/O of six is deemed appropriate.
- c. Though further study might logically improve the records systems, the present interest being given to this subject by the Admin/SR Staff is indicative of continued improvement being made.

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5. RECOMMENDATIONS.

- a. That the functions outlined in Tab B be tentatively recognized as properly placed organizationally in the SA Division of DD/P.
- b. That the T/O of the Personnel Section, SA be limited to no more than six slots.
- c. That consideration be given to the ultimate elimination of individual personnel file folders.

6. COORDINATION.

Comments and concurrence of the Chief Admin/SA are attached hereto as Tab F.



Assistant Management Officer, DD/P. 25X1
(For clandestine Services)

Attachments:

Tabs A thru F

Technical Advisor



Plans Research and Development Staff
Personnel Office, DD/A

Approved



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W. L. FELT
Management Officer, DD/A

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